

POSITION VACANCY ANNOUNCEMENT

Adult Reader Services
Library Associate
FTE .5

Adult Services Department

Position Summary: Responsible for providing support for the Reading Together program and other services to adult readers.

Duties and Responsibilities: The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

1. Assists in the planning and coordination of programs and services for adult readers.
2. Serves on Reading Together community reading program team involved in selection of material, enlistment of community partners, facilitation of program promotions, discussion leader training and placement, planning and coordination of programs and special events.
3. Assists and instructs patrons at adult public service desks.
4. Participates in departmental meetings and the adult programming committee.
5. Posts to staff blogs as assigned.
6. Performs other related duties and special projects as assigned.

Minimum Qualifications

1. Completion of a Bachelor's degree and (1) year public service experience, or previous library experience' or an equivalent combination of education and experience which provides the required knowledge and skill.
2. Fundamental knowledge of library practices and procedures.
3. Demonstrated proficiency in Microsoft office products.
4. Fundamental knowledge of databases and online search techniques.
5. Maintains knowledge of latest technological innovations and integrates use of latest technology and tools into every day practice where applicable.
6. Contributes to improving professional practice and individual skills through formal and informal training opportunities.
7. Strong public service orientation.
8. Strong interpersonal skills and the ability to represent KPL in a positive way to diverse populations.

Desirable Qualifications

1. Academic background in diverse subject areas.
2. Familiarity with organizations, institutions and community networks in the greater Kalamazoo area.

Salary

\$18,369.50 annually; Entry level (or closest step to current salary for transferring employee); pro-rated health insurance; fully paid dental, vision, and life insurance; fully paid retirement; pro-rated vacation, sick leave, and holidays

Schedule Weekly schedule to be determined; to include one evening a week and every 3rd Saturday

Applications are available in the Administrative Office or at www.kpl.gov/jobs
Cover letter, resume, and **required** completed application should be sent to Terry New in the Administrative Office.

Deadline for applications: March 15, 2011 at 5:00 pm